



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

DEPENDENT WORK AUTHORIZATION REQUESTS

Please note the following **requirements and guidelines** for dependents (other than at the UN, UN Missions, or TECRO/TECO) requesting employment authorization in the United States.

Only **complete** applications (as described on page 3-7) will be considered for processing and in the order they are received as complete. If an application is missing any items described on page 3, it will be returned to the embassy or international organization, which must resubmit it as one complete package.

Applications from the following dependents will **not** be accepted:

- Sons and daughters under age 16 or over age 24
- A-2 visa holders who are permanently resident in the United States for purposes of the Vienna Conventions on Diplomatic and Consular Relations
- Members of Household
- A-3, G-2, or G-5 visa holders

Please read Sections A-C carefully, as they apply to all applications and renewals. Refer to the additional sections for G-4 and NATO visa holders as needed.

What to Expect after Submitting an Application to OFM

OFM reviews a complete application package (approximately 15 business days after receipt), then mails the application to the U.S. Citizenship & Immigration Service (USCIS). USCIS processes applications and issues the EAD card. **Allow 10 weeks for processing, whether for initial applications or for renewals.** Re-submissions of returned applications are handled in the order received with all other applications.

If the embassy receives a Request for Evidence (Form I-797E), the applicant must provide the required documentation to USCIS by the deadline stated or the application will not be processed by USCIS.

If the embassy received a Notice of Receipt (Form I-797C) by mail for the application, use the receipt number to look up the processing status and USPS tracking number at: <https://egov.uscis.gov/casestatus/landing.do>.

If the embassy has not received the EAD card 10 weeks after submitting a complete application package, please contact OFM (not USCIS) at OFM-EAD@state.gov and provide the following information:

- Dependent's name and PID number
- Principal's employer
- Date of submission of application
- Receipt number (if available)

Lost or Stolen EAD Cards

If an applicant needs to replace a lost or stolen EAD card, a complete I-765 requesting a replacement along with 2 passport photos and a diplomatic note must be submitted to OFM.

EADs Cards Not Delivered

If USPS tracking indicates that a newly-issued EAD card was undeliverable or if the EAD card has not been received 10 weeks after the submission date of the application, email OFM-EAD@state.gov and include the applicant's PID number and receipt number (LINn).

Social Security Numbers

You can also apply for a Social Security number on the USCIS I-765 form. For general information about **Social Security numbers**, please refer to circular note No. 14-2069, dated December 3, 2014, available at: <http://www.state.gov/documents/organization/234856.pdf>.

A **complete application package** for dependents requesting employment authorization must include the following:

A. Instructions for All Applications

B. Additional Instructions for Applications Based on De Facto Arrangements

C. Additional Instructions for Renewal Applications

D. Additional Instructions for G-4 Visa Holders

E. Additional Instructions for NATO Visa Holders

A. Instructions for All Applications

Complete and certified application packages may be hand delivered or mailed to:
Department of State
OFM Customer Service Center
3507 International Place NW Washington, DC 20522

Please direct questions to OFM-EAD@state.gov and include the applicant's PID number.

Applications must include:

- Diplomatic note from the embassy or international organization, including point of contact's e-mail address. The note from the international organization should state the nationality of the principal, not the dependent.
- Form I-765, Application for Employment Authorization. (The following version must be used: <http://www.uscis.gov/sites/default/files/files/form/i-765.pdf>.)
 - The form must be filled out with black ink or typed, with the original signature of the applicant.
 - Only one copy of the form is required.

- Use the embassy or IO address as the U.S. Mailing Address (excluding NATO).
- Form I-566, Interagency Record of Request. (The most recent version must be used: <http://www.uscis.gov/sites/default/files/files/form/i-566.pdf>.)
 - The form must be filled out with black ink or typed. All signatures on the form must be originals.
 - Only one copy of the form is required.
 - The “U.S. Physical Address” is the current residential address This address must match the address that has been notified to OFM through eGov. If the applicant has recently moved, include this information in the diplomatic note.
 - Under Part 2, Section 3, an expected end date of the principal’s tour of duty must be provided.
 - Part 8 must be completed, dated, and have an original signature of an accredited officer of the embassy or international organization. Embassies and international organizations must put a seal or stamp on the form.
 - Under Part 8, boxes 1 and 2 must be checked.
 - For G-4 visa holders, check the appropriate box in 2.a. Do not complete 2.b or 2.c
 - For A visa holders and NATO visa holders, complete 2.a, 2.b, and 2.c
- Copy of valid passport, visa, and Form I-94 (which can be found here: <https://i94.cbp.dhs.gov/I94/consent.html>) for both the principal *and* the dependent.
- Two (2) recent passport photos of the dependent that are taken within the last 6 months of submitting the application. Write the applicant’s last name and, if available for renewals, alien registration number on the back of each photo.

- If the applicant is a child age 21 or 22, an enrollment verification letter for the current semester from a college or university registrar's or bursar's office in the United States certifying that the dependent is a full-time student. Notification of change for justified student must be submitted on eGov.
 - Only certain bilateral work agreements allow students age 23 or 24 to apply under this program. G-4 dependents over age 22 are not eligible.
 - If the current semester is coming to an end, the enrollment verification letter must indicate that the applicant is or will be enrolled as a full-time student for the upcoming semester or term.
- If the applicant is a child who is physically or mentally disabled, a letter from a physician within the past 6 months confirming that the dependent child is disabled and dependent on his/her parent. Notification of change for justified handicap must be submitted on eGov.

B. Additional Instructions for Applications Based on De Facto Arrangements

If the dependent is applying under a de facto work arrangement:

- Include a statement from the prospective employer which includes: the dependent's name, a description of the position offered and the duties to be performed, the salary offered, and verification that the dependent possesses the qualifications for the position.
 - If the dependent intends to be self-employed, also include information about the prospective clients, how the dependent intends to advertise his/her services, and resume or CV. Such letter must be provided and signed by the dependent.
- The principal must hold the nationality of the sending state (I-566 Part 2, item 9.c.)

C. Additional Instructions for Renewal Applications

Renewal applications are accepted up to 90 days in advance of the expiry date. For renewal EAD applications, also include:

- A copy of previous EAD.
- On the I-566 Part 1, item 10, include the USCIS alien number (A-number) from the front of the EAD card.
- Write the USCIS alien number (A-number) on the back of the photos.
- Federal and state income tax returns for such years covered by the current EAD.
 - Applicant should have filed federal income tax Form 1040NR or 1040NR-EZ for the years during which they worked as an A or G visa holder.
 - For NATO only: applicants can file either 1040 or 1040NR forms.
 - Applicants must provide signed income tax returns or proof of e-filing.
 - If applicant had an EAD but was never employed, applicant must include a statement certifying that he/she earned no income. Unpaid internships and pro bono work should be included in the letter.

D. Additional Instructions for G-4 Visa Holders

If the dependent is a G-4 visa holder,

- On Form I-566:
 - Under Part 2, item 3, an expected end date of the principal's tour of duty (assignment) must be provided.
 - Under Part 8, Section 2.a., check the box labeled "G-4 Regulations". Leave 2.b and 2.c blank.
- Include a statement from the prospective employer which includes: the dependent's name, a description of the position offered and the duties to be performed, the salary offered, and verification that the dependent possesses

the qualifications for the position.

- If the dependent intends to be self-employed, include a resume or CV and a letter with a description of the business or consultancy, the estimated salary, and information about prospective clients and how the dependent intends to advertise his/her services. Such letter must be provided and signed by the dependent.

E. Additional Instructions for NATO Visa holders

If the dependent is a NATO visa holder:

Instructions for Applicants

- Also include:
 - Command verification letter.
 - Copy of one of the following: assignment orders, posting instructions, or NATO travel order/contract.
- On Form I-566:
 - Part 1, item 12 and Part 2, item 7. DOS Personal Identification Number (PID). NATO applicants leave this field blank, because the PID is provided by the certifying office.
 - In Part 2, item 3, enter the tour of duty expected end date, as per the attached orders. This date must match the date in the command verification letter.
- Submit the application for processing to:
 - If you are a dependent of a NATO official who is stationed at Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT), your application must be processed by the U.S. Liaison Office (USLO) to SACT. Submit Form I-765 with Form I-566 and other required documents to:

USLO to SACT

**7857 Blandy Road, Suite 200
Norfolk, VA 23551-2491**

- If you are a dependent of a NATO official who is stationed outside of NATO/HQ SACT, your application must be processed and certified by the embassy, or its designated liaison office, of the NATO member that employs the principal. Submit Form I-765 with Form I-566 and other required documents to the contact listed on the OFM website

<http://www.state.gov/ofm/accreditation/dwa/nato>.

Instructions for Certifying Organizations (I-566 Part 8):

The certifying organization must follow the instructions in Part A of this document, and:

- Verify that the tour of duty date end date matches both the orders and the command verification letter. The assignment must be at least six (6) months and orders must be attached.
- Ensure that a PID has been created through the eGov notification process for both the principal (Part 2, Item 7) and applicant (Part 1, Item 12.) See the next section for details.

Instructions to USLO to SACT and Embassies for Notification and Obtaining a PID

USLO to SACT or the embassy, or its designated liaison office, must enter a notification of appointment of the principal and all dependents through the Department of State eGov system. Such notification is only for the purposes of obtaining an EAD.

- OFM reviews the notification of appointment and provides a PID, usually within 2-3 business days.

- No ID will be issued, nor privileges and immunities added or changed, as a result of notifying the NATO principal and dependents through eGov.
- USLO to SACT or the embassy must update the information through eGov if the applicant or principal changes status or has a change of address.

To request an eGov account, complete the online form:

<https://egov.ofm.state.gov/Home/RequestAccess>.

For eGov technical questions, contact OFMeGovHelpDesk@state.gov.